

Twin Rivers Unified School District

Position Description

Position: Health Services Specialist- LVN/CNA		Salary Grade: 117
Board Approved: 12/15/15	Effective: 2/1/16	FLSA: Non-exempt

Summary

Performs specialized support to students requiring advanced health maintenance and assistance with personal hygiene. This class applies to licensed vocational professionals such as LVN or CNA with special supplemental training and certificate, responsible for integrating significant custodial health care services with instructional support.

Distinguishing Career Features

The Health Services Specialist is commonly referred to as a health paraprofessional. Positions at this level require a minimum of a one-year certificate in a health care profession. Advancement from this level would typically require additional education and licensure.

Essential Duties and Responsibilities

- Assists and attends with a Registered Nurse performing health examinations and screens. Performs specific screens for hygiene-related health issues. Documents test findings and enters information into student data records. May independently perform health screens following established procedures when authorized by a health care professional.
- Provides specific invasive health care support services such as catheterization, tracheostomy care, oral motor feeding, gastro-intestinal feeding, respiration suctioning, observation of neurological symptoms, range of motion therapy, etc.; application of medical skills usually requiring certification.
- Administers medications to students. Documents student charts of any medical care including medical alerts.
- Performs first aid procedures for students.
- Under the guidance of a RN, may coordinate, prepare, facilitate and conduct in-service training sessions for Health Service Assistants, Instructional Paraeducators, teachers and resource staff.
- Participates in staff or student meetings to share information about programs to which assigned.
- As needed, assists students with personal hygiene matters, which could involve assisting with lavatory and other personal care activities. These activities could range from physical hygiene to dispensing medications, tube feeding, limited invasive connections, and other applications in compliance with the Individualized Student Education Plan (ISHP) and other medical and legal requirements.
- Compiles health-related data for reports to the District and external agencies.
- Maintains health office and/or treatment rooms in sanitary condition. Ensures adequate

stock of medical equipment used for regular treatments.

- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

The position requires working knowledge of health maintenance procedures commonly used with students having special needs. Requires working knowledge of and skill at performing specific healthcare procedures such as, but not limited to, catheterization, tracheostomy care, oral motor feeding, gastro-intestinal feeding, and respiration suctioning. Requires working understanding of child development principles, practices, and techniques including special student populations. Requires basic knowledge of the education and teaching methods used in a special education environment. Requires basic knowledge of community-based social services and referral processes. Requires health information record keeping and report writing skills. Requires sufficient human relations skills to exercise patience in communications, conduct in-service training on common health topics and documentation requirements, and interact in informal settings with students, parents, and educators. Must have an awareness toward health and safety risks.

▪ Abilities

Requires the ability to perform specific invasive medical procedures beyond CPR and First-Aid such as catheterization, tracheostomy care, oral motor feeding, gastro-intestinal feeding, and respiration suctioning. Requires ability to work with an RN, assist teachers, Instructional Support Specialists, and counselors with the implementation of special programs and or instruction on special subjects. Requires the ability to function as part of a team. Requires ability to follow the steps of the ISHP to meet the needs of special populations of students supported by the programs. Requires ability to observe common neurological symptoms, range of motion issues, etc. Requires ability to identify medical devices, personal symptoms and responses, and medications. Must be able to apply medical devices and medications. Must be able to deliver instruction to individuals and classroom-sized groups.

▪ Physical Abilities

Incumbent must be able to function effectively indoors in a classroom, school health office or playground environment engaged in work of primarily a moderately active nature.

- Maintain cardio-pulmonary fitness to function effectively under pressure in emergency situations and to assist medical personnel to move student/patients and equipment.
- Requires ambulatory ability to walk and stand for intermittent periods of time.
- Requires the hand-eye coordination and manipulative skills to perform transcription and data entry using a computer keyboard.
- Requires visual acuity to read words and numbers and observe student patient behavior.
- Requires auditory ability to carry on conversations in person and over the phone.

▪ Education and Experience

High School diploma with specialized training in health maintenance procedures and four years of experience/training in custodial health care procedures. A LVN or CNA with special supplemental training are preferred.

- **Licenses and Certificates**

Requires a valid driver's license. Requires a CPR certificate and First Aid card.

Work Environment

Work is performed in an examination room or a classroom setting, however, due to the nature of work assignments, there is considerable exposure to health or safety hazards where precautions must be taken.